

ITEMIZED INSTRUCTIONS FOR COMPLETING THE PREVAILING WAGE REQUEST FORM

(To be completed by Employer or Employer Representative)

If the job is unionized and/or covered by a negotiated wage, use the negotiated wage and **do not** complete this Prevailing Wage Request Form.

- Item 1.** *Employer's Business Name.* Enter full name of business, firm, organization, or if an individual, enter name used for legal purposes on documents for worksite employer.
- Item 2.** *Alien's Name.* Enter the name of the alien for whom this prevailing wage form is submitted.
- Item 3.** Check the appropriate box to indicate if this is an H-1B Professional or a Permanent case.
- Item 4.** *Job Site Address.* The job site address should include the street number, city, state, and ZIP code.
- Item 5.** *Job Site County.* Enter the county where the majority of the work will be performed.
- Item 6.** *Nature of the Employer's Business Activity.* Enter a brief non-technical description, i.e., retail trade, software industry, biotechnology, university, financial institution, hospital, and community service organization, including for profit and non-profit status.
- Item 7.** *Job Title of Position to Be Filled.* Enter the job title or payroll title of the job being offered.
- Item 8.** *Basic Hours/Week.* Show the basic hours of work required on a weekly basis so that a standard workweek can be established for the job.
- Item 9.** *Basic Pay Rate.* Enter a guaranteed basic rate of pay (exclude overtime) and the unit of pay, such as \$15.00 per hour, \$2,500 per month, or \$37,500 per year. The wage offered may include commissions, but not bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, biweekly, or monthly basis. (Completion of this item is optional.)
- Item 10.** *Describe in detail the specific duties of the job offered.* Enough information must be given so that the Wage Analyst can determine the occupational category and the skill level within that category. Equipment used, working conditions, degree of supervision, or supervisory responsibilities are just some of the job factors considered in defining the job's occupational category and, eventually, prevailing wage rate for the labor market area.
- List the job duties by order of importance, beginning with the most important first.
- For example: "Tests and analyzes chemical properties of raw materials or manufactured products for conformance to plant standards; conducts controlled experiments for the purpose of devising new production methods..."
- Indicate the skill level (complexity) and degree of supervision required to perform the job duties and responsibilities.
- For example: "Performs a variety of routine tasks designed to provide experience in the employer's methods and procedures; assists staff performing tasks requiring more skills; works under close supervision and receives specific instructions..." (beginning level employees); or "Plans and conducts work independently; uses advanced skills and knowledge to solve complex problems; supervises or directs beginning level staff..." (fully competent employees).

For jobs requiring supervisory duties, the employer needs to describe the activities the incumbent will supervise, the extent and authority to hire, fire, train, schedule, and evaluate, as well as the numbers and occupations of the workers supervised.

For example: "Supervises five Lead Software Engineers and their project teams in the development of different aspects of a new network software..." or "Supervises a clerical group of 20 workers in a payroll unit, employee benefits, and customer relations, including three workers with lead responsibilities..."

An employer may want to consult the Dictionary of Occupational Titles (DOT) to assist in the development of a job description that can correctly be categorized by a Wage Analyst. The job will be analyzed and categorized, based on the employer's job description, into one of 12,741 DOT codes. These DOT code definitions were last revised in the 4th edition released Fall, 1991, and are available at all libraries that serve as repositories for government documents, U.S. Government Printing Office stores and State Employment Security Agencies.

IMPORTANT: The description must begin on the form. Fill in the space provided on the form before continuing on an attachment. This is required by the Department of Labor. The request will be returned without a wage if this requirement is not met.

- Item 11.** *Job Title of Alien's Immediate Supervisor.* State the title of the alien's supervisor.
- Item 12.** *Number of Workers Alien Will Supervise.* If this is a supervisory position, enter the number of people the alien will supervise. If none, enter '0'.
- Item 13.** *MINIMUM Qualifications.* State in detail the required education, including the type of degree and field of study, training, and amount of experience; also include other special requirements for any worker to perform satisfactorily the job duties described in Item 10. Identify licensing or certification needed.
- Do not include restrictive requirements which are not actual business necessities for performance of the job and which would limit consideration of otherwise qualified US workers.
- If no education and/or experience is required, enter "No Education and/or Experience Required."
- Item 14.** *Name of Requester.* Enter the employer or employer representative requesting the prevailing wage determination. This includes the requester's name, as well as **the name of the person who should be contacted** if questions arise, telephone number, FAX number, and complete mailing address.

The rest of the form is for DEPARTMENTAL ACTION TO PROVIDE A PREVAILING WAGE DETERMINATION.